

POSITION DESCRIPTION

AMHERST POLICE DEPARTMENT COLLEGE STUDENT INTERNSHIP

Position Summary: The College Student Internship provides qualified students with practical work experience that compliments their academic course work, as well as course credit (if approved by the college or university). It also provides the Amherst Police Department with an opportunity to involve college students in various aspects of police work. The College Student Internship is designed to provide students with an opportunity to integrate theory and practice. The internship is an unpaid, non-sworn position that varies from 8 hours to 24 hours per week, as agreed by the Police Department, Intern and college/university (if applicable). Students are able to gain valuable work experience, on-the-job training, and have an opportunity to develop a professional networking base for the future positions in government service or law enforcement. All of the requirements must be agreed to by the Amherst Police Department, the intern applicant, and the college/university (if applicable) before the internship starts.

Major Duties and Required Technical Skills: Specific areas where interns may be assigned include the Records Department, Detective Bureau, Court Liaison Function, Grant Writing and Oversight, Emergency Communication Center, Fiscal Oversight, Police Operations and Police Administration. However, through sit-alongs, ride-alongs, and tours, interns may also be exposed to more aspects of the Department and its operations. Project assignments may include surveys, data entry, research projects, case follow-up, community outreach, social media development and assistance. The intern assignments will vary and are designed to allow students the experience of the daily operations within a law enforcement agency and to also meet the needs of the Amherst Police Department. Interns must be detail oriented, organized, ability to complete projects within timelines and under minimal supervision, and proficient in Microsoft office, research methods, and technical writing. Interns are expected to keep a journal of activities to aid the in evaluation process. The progress and oversight of individual interns is monitored by Office of the Chief of Police or his designee, and may be periodically reported to the college/university to which the intern belongs.

Supervision Received: The intern will be supervised by a command officer in the police department, who will organize assignments and tasks to be completed by the intern. Oversight of various tasks assigned to the intern may be delegated to other sworn or civilian Police Department personnel.

Supervision Exercised: None

Qualification and Selection Guidelines: The minimum qualifications for an internship with Amherst Police Department are as follows:

1. Age 18 or above.
2. US citizen or Lawful Permanent Resident.
3. Currently enrolled in a college or university, in good standing
4. Be able to work a minimum of eight hours a week.
5. Has sufficient health insurance coverage.

6. Ability to pass a background investigation with no felony convictions or disqualifying criminal histories

As agreed by the Department, internships will generally run for one semester, either fall or spring. Application deadline for the Fall semester is August 1 and application deadline for the Spring semester is January 15. Those wishing to apply may do so by completing the town of Amherst Police Department Internship Employment Application and provide a current resume, sending both to the Amherst Police Department, Office of the Chief of Police, 111 Main Street, Amherst, MA 01002. If submitting electronically, send to police@amherstma.gov. If selected for an interview, applicants will be required to provide a 1) government issued photo identification card, 2) official, sealed college transcript(s); 3) proof of enrollment in a college internship course offering credits for completing a specified number of work hours in an internship, or a college Letter of Intent indicating your eligibility; and 5) proof of current health insurance.

A background investigator will schedule an interview with candidates passing the initial interview. Candidates must successfully pass a background investigation and complete and sign an Authorize for the Release of Information Form from references and previous employers.

Training Received: Intern will receive training in the department records and computer systems, public records law, privacy and confidential concerns, the court/judicial process, investigative and operational procedures, fiscal management and research methodologies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.